

~~SECRET~~ERH  
ME 10-6535

19 August 1958

25X1A9a

MEMORANDUM FOR: Administrative Officer,  
 SUBJECT : Planning Officer for CIA

cl



1. The Director of Training would like to have a man with DO/I experience on his Plans and Policy Staff. This will be a rotation tour of approximately two years and the individual would keep his DO/I career designation.
2. The grade level would be GS-13 or GS-14. It is desired that such an employee have work experience, preferably in planning activities, in one of the DO/I offices and that he be generally knowledgeable of DO/I activities and intelligence production to such a degree that he can discuss training needs of the DO/I offices. He should be a good writer and able to conduct successful liaison activities with the various DO/I offices.
3. Will you give me the names of anyone you would care to nominate for this position by 12 September.

25X1A9a


 Asst. to DO/I (Admin)

Distribution:  
 All DO/I offices

Reply to CAF STIA by COB 28 Aug

(Nominations or negative rpt)

25X1A9a

~~SECRET~~

Call